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PROCEDURE FOR INJURY ON DUTY (IOD) Stellenbosch Campus

1. All injuries incurred or possible occupational diseases contracted during working hours in the execution of official duties should be reported to the line manager on the same day or before the end of the same shift.
2. Campus Health Service (CHS) is responsible for the medical treatment of injury on duty (IOD) cases. CHS can be contacted during office hours at 021 x 808-3496/3492/3490. Sister Anneke van Heerden (021 x 808-3322; acvanheerden@sun.ac.za) is responsible for the management of the programme.
3. The following guidelines apply **during office hours** (08:00 – 17:00):
 - a) **Light injuries:** Report to the line manager (see 1 above) and the departmental emergency helper provides treatment.
 - b) **Less serious injuries:** Report to the line manager (see 1 above) and transport the member to CHS at 7 Claassen Street (between Metanoia and Heemstede). CHS has a patient transport service at its disposal. Contact 021 x 808-3496/3490/3492 to make the necessary arrangements.
 - c) **Serious injuries:** Report to the line manager (see 1 above) and arrange ambulance transport at 10177/ 084124 to Mediclinic, Die Boord, Stellenbosch. Also contact Sister Anneke van Heerden at CHS (021 x 808-3322/3496/3490) or Ms Alverisha September at the Remuneration Division (021 x 808-4552) to report IOD.
4. The following guidelines apply **outside office hours** (17:00 – 08:00):
 - a) Report all injuries or occupational diseases to Risk and Protection Services (Merriman Lane, 021 x 808-2131).

- b) Refer all other injuries requiring medical help to Stellenbosch Mediclinic **Emergencies**, Die Boord, Stellenbosch (021 x 861-2094).
 - c) Transport employees with serious injuries to Mediclinic by ambulance.
5. After CHS has partially completed the employer report on the injury or disease (WCL2), the report should be fully completed at the office of Ms Alverisha September (021 x 808-4552, aseptem@sun.ac.za), Administration Block C, Remuneration Division, Finance, Room C2316, Victoria Street, Stellenbosch, within 24 hours. The supervisor or direct line manager should do the reporting if the injured person cannot do so. It is obligatory for the report to be accompanied by a certified copy of the employee's ID document. If a previous medical report is available, this should also accompany the report.
6. Contact Ms Sonica Zeelie (021 x 808-4826, sz@sun.ac.za) if Ms September is not available.
7. Contact Sister Anneke van Heerden at CHS with any enquiries (021 x 808-3322/3496/3490).
8. Rules regarding sick leave, remuneration and benefits during absence after IOD:
- a) **Sick leave:** When an injured person is booked off by a doctor due to IOD, this sick leave is not captured on the system against the person's sick leave or any other kind of leave to which the person is entitled but is only documented by the department and a copy of the doctor's certificate is sent to Ms Alverisha September.
 - b) **Remuneration:** If an injured person is on sick leave for more than three months, the University pays the person's full remuneration together with all benefits due for the first three months, after which the Compensation Commissioner directly pays the injured person 75% of the person's cash salary up to a maximum of R13 975.00 per month for a period of two years.
 - c) The Compensation Commissioner pays all the medical costs of the injured person for the period that the person is treated by a doctor up to a maximum period of two years.

No compensation is paid for pain and suffering.